



STATE OF MINNESOTA

PAYROLL DIRECT DEPOSIT AUTHORIZATION

Check all that apply:

- ☐ New to direct deposit program
☐ Add/change/delete existing direct deposit(s)
☐ Stop all direct deposit effective: _____
(Used only for MMB-approved exceptions)

Employee ID		Employee Name (last, first, middle initial)		Agency Name		Work Phone	
Action	Priority # (e.g. 1,2,3)	Bank ID Number* (9 digits)	Account Number* (up to 17 characters)	Deposit Type		Account Type*	
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete		Financial Institution (name, street address, city, state)		<input type="checkbox"/> Amount \$ _____ <input type="checkbox"/> Percent % _____ <input type="checkbox"/> Balance		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Effective Date				Transferring Funds? <input type="checkbox"/> Check the box if you will be transferring any of your pay from this financial institution to a financial institution outside of the U.S.A.			
Action	Priority # (e.g. 1,2,3)	Bank ID Number* (9 digits)	Account Number* (up to 17 characters)	Deposit Type		Account Type*	
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete		Financial Institution (name, street address, city, state)		<input type="checkbox"/> Amount \$ _____ <input type="checkbox"/> Percent % _____ <input type="checkbox"/> Balance		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Effective Date				Transferring Funds? <input type="checkbox"/> Check the box if you will be transferring any of your pay from this financial institution to a financial institution outside of the U.S.A.			
Action	Priority # (e.g. 1,2,3)	Bank ID Number* (9 digits)	Account Number* (up to 17 characters)	Deposit Type		Account Type*	
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete		Financial Institution (name, street address, city, state)		<input type="checkbox"/> Amount \$ _____ <input type="checkbox"/> Percent % _____ <input type="checkbox"/> Balance		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Effective Date				Transferring Funds? <input type="checkbox"/> Check the box if you will be transferring any of your pay from this financial institution to a financial institution outside of the U.S.A.			
IF YOU SELECTED CHECKING ACCOUNT, ATTACH A VOIDED CHECK TO THIS FORM. IF YOU SELECTED SAVINGS ACCOUNT, ATTACH A DEPOSIT SLIP TO THIS FORM. (NOTE: DO NOT ATTACH THE DEPOSIT SLIP IF IT DOES NOT HAVE PRE-PRINTED BANK AND ACCOUNT NUMBERS.)							

* Changes should be effective after the agency enters the direct deposit in the payroll system.

Remarks

I authorize Minnesota Management & Budget and my financial institutions indicated above to initiate electronic credit entries (direct deposit) of the amounts I designated and if necessary, debit entries and adjustments for any credit entries made in error to my accounts as I indicated above. I understand that this authorization will cause any previously authorized direct deposits to financial institutions to be discontinued. When the Transferring Funds? check box is not selected, I declare that no funds will be transferred to a financial institution outside of the U.S.A.

Employee Signature

Date

Payroll Direct Deposit Authorization Form Instructions

Boxes In The Upper Right-Hand Corner Of Form: Check all applicable boxes. Note: If you have arranged to have funds transferred to a foreign financial institution check the correct box. To stop all direct deposits based on a MMB approved exception, check the Stop box and sign and date the form.

Action: Check one box per row. Indicate if the direct deposit record is being added, changed or deleted.

Priority Number: Indicate which direct deposit account should receive funds first, second, or third.

Bank ID Number and Account Number: If you are not sure what these numbers are, contact your financial institution. Credit unions may not have the correct bank ID number and account number needed for direct deposit printed on their checks. If applying for direct deposit to a credit union, contact the credit union for the numbers and for the type of account to select. (These numbers are correct on Affinity Plus Federal Credit Union and Hiway Federal Credit Union checks.)

Deposit Type: Select amount, percent or balance. Fill in the amount (\$) or percent (%). There must be one distribution with balance selected, or a distribution of 100%. **Each** direct deposit **must have** either a dollar amount or a percent of net pay except for Deposit Type Balance.

Account Type: If you have accounts other than checking or savings (such as a loan), ask your financial institution which type of account to select.

Effective Date: If the information you provide is correct, your direct deposit will be effective after the agency enters the direct deposit in the payroll system. Deposits will be in accounts sometime on the check's issue date. The financial institution must post the deposit on the issue date, but may do so anytime on that day. Even if the financial institution posts it early in the day, a few automatic teller machines (ATMs) may not register the deposit until the next day. Ask your financial institution when the deposit will be available. If you have a problem with a deposit on the check's issue date (for example, the ATM does not reflect the deposit), ask the direct deposit representative at your financial institution when the deposit will be posted.

Financial Institution: Enter the name and full address of your U.S.A. financial institution.

Transferring Funds?: Select the check box if any of your pay will be transferred from this financial institution to a financial institution outside of the U.S.A.

Direct Deposit Distribution Examples:

Example 1: Priority 1 - 75% of net pay to checking, Priority 2 - 25% of net pay to savings, Priority 3 – Balance to same account as savings.

- If net pay is \$500.00, the checking deposit will be \$375.00 and the savings deposit will be \$125.00.
- Any excess balance will be deposited into the savings account.

Example 2: Priority 1 - \$300.00 to checking, Priority 2 - \$200.00 savings, Priority 3 – Balance to same account as checking.

- If net pay is \$500.00, the checking deposit will be \$300.00 and the savings deposit will be \$200.00.
- If net pay is \$550.00, the checking deposit will be \$350.00 and the savings deposit will be \$200.00.
- If net pay is \$100.00, the checking deposit will be \$100, and there will be no savings deposit.

Notice: All data on this form is private data, in accordance with Minnesota Statute 13.43, except for employee name, employee ID number, agency name and work phone. The private data is not legally required; however, by not providing it, your direct deposit transaction will not be assured of going to the correct financial institution, to the correct account or that the correct amount will be posted accurately. The private data listed on this form is available to representatives of your agency and employees of the State who perform personnel or payroll related functions, provided such individuals have a business reason to access the data. Others who may legally access this information are representatives of the Attorney General and Legislative Auditor, enforcement agencies with statutory authority and persons/entities authorized by law or court order.